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UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

TIMESHA LEE,

Plaintiff,

v.

DIVERSIFIED COLLECTION SERVICES,  
INC.,

Defendant.

No. C-12-5157-DMR

**CASE MANAGEMENT AND PRETRIAL  
ORDER FOR JURY TRIAL**

1. **TRIAL DATE**

a. Jury trial will begin on 10/21/2013 at **9:00 a.m.** at the U.S. District Court, 1301 Clay Street, Oakland, California. For courtroom number and floor information, please check the Court's on-line calendar at [www.cand.uscourts.gov](http://www.cand.uscourts.gov) one week prior to trial, or call Ivy Garcia (Judge Ryu's Courtroom Deputy) at (510) 637-3639.

b. The length of the trial will be not more than 2 days. The Court may shorten the allotted time as it deems appropriate, and may also allocate a fixed number of hours for each side. Court hours for trial normally are 9:00 a.m. to 3:00 p.m., subject to the Court's availability.

2. **DISCOVERY AND EXPERT DISCLOSURES**

- a. All non-expert discovery shall be completed by 6/11/2013.
- b. Experts shall be disclosed and reports provided by 6/11/2013.
- c. Rebuttal experts shall be disclosed and reports provided by 6/25/2013.

1 d. All discovery from experts shall be completed by **7/9/2013**.

2 3. **MOTIONS**

3 The last day for **hearing** dispositive motions shall be **8/8/2013** at **11:00 a.m.**

4 4. **ALTERNATIVE DISPUTE RESOLUTION**

5 The parties are ordered to participate in mediation through the Northern District of California  
6 ADR program, which shall be completed **by no later than 4/19/2013**.

7 5. **PRETRIAL CONFERENCE**

8 a. A pretrial conference shall be held on **10/9/2013** at **3:00 p.m.** **Lead counsel who**  
9 **will try the case (or the party if *pro se*) must attend.** The timing of disclosures required by  
10 Federal Rule of Civil Procedure 26(a)(3) and other pretrial disclosures shall be governed by this  
11 order.

12 b. **9/10/2013, thirty (30) days** prior to the date of the pretrial conference, lead counsel  
13 shall meet and confer regarding:

14 (1) Preparation and content of the joint pretrial conference statement;  
15 (2) Preparation and exchange of pretrial materials to be served and lodged  
16 pursuant to paragraph 5(c) below; and  
17 (3) Settlement of the action.

18 c. **9/20/2013, twenty (20) days** prior to the pretrial conference, counsel and/or parties  
19 shall:

20 (1) Serve and file a joint pretrial statement that includes the pretrial disclosures  
21 required by Federal Rule of Civil Procedure 26(a)(3) as well as the following  
22 supplemental information:

23 (a) *The Action.*

24 (i) **Substance of the Action.** A brief description of the substance  
25 of claims and defenses which remain to be decided.

26 (ii) **Relief Prayed.** A detailed statement of all the relief claims,  
27 particularly itemizing all elements of damages claimed as well

1 as witnesses, documents or other evidentiary material to be  
2 presented concerning the amount of those damages.

3 (b) *The Factual Basis of the Action.*

4 (i) Undisputed Facts. A plain and concise statement of all  
5 relevant facts not reasonably disputable, as well as which facts  
6 parties will stipulate for incorporation into the trial record  
7 without the necessity of supporting testimony or exhibits.

8 (ii) Disputed Factual Issues. A plain and concise statement of all  
9 disputed factual issues which remain to be decided.

10 (iii) Agreed Statement. A statement assessing whether all or part of  
11 the action may be presented upon an agreed statement of facts.

12 (iv) Stipulations. A statement of stipulations requested or proposed  
13 for pretrial or trial purposes.

14 (c) *Disputed Legal Issues.*

15 Without extended legal argument, a concise statement of each  
16 disputed point of law concerning liability or relief, citing  
17 supporting statutes and decisions.

18 (d) *Trial Preparation.*

19 (i) Witnesses to Be Called. With regard to witnesses disclosed  
20 pursuant to Federal Civil Rule of Civil Procedure 26(a)(3)(A),  
21 a brief statement describing the substance of the testimony to  
22 be given.

23 (ii) Estimate of Trial Time. An estimate of the number of hours  
24 needed for the presentation of each party's case, indicating  
25 possible reductions in time through proposed stipulations,  
26 agreed statements of facts, or expedited means of presenting  
27 testimony and exhibits.

1 (iii) Use of Discovery Responses. Designate excerpts from  
2 discovery that the parties intend to present at trial, other than  
3 solely for impeachment or rebuttal, from depositions  
4 specifying the witness page and line references, from  
5 interrogatory answers, or from responses to requests for  
6 admission.

7 (e) *Trial Alternatives and Options.*

8 (i) Settlement Discussion. A statement summarizing the status of  
9 settlement negotiations and indicating whether further  
10 negotiations are likely to be productive.

14 || (f) *Miscellaneous.*

15 Any other subjects relevant to the trial of the action or material to its  
16 just, speedy and inexpensive determination.

17 (2) Serve and file trial briefs, motions in limine (including any motion regarding  
18 the qualifications or testimony or any expert witness), proposed voir dire  
19 questions, jury instructions, verdict forms and excerpts from discovery that  
20 will be offered at trial (include a copy of the deposition testimony or  
21 admission). The parties shall submit proposed jury instructions **jointly**. If  
22 there are any instructions on which the parties cannot agree, those instructions  
23 may be submitted separately. The parties shall submit a **jointly prepared**  
24 proposed form of verdict, or, if the parties cannot agree, their respective  
25 proposals;

26 (3) Serve and file an exhibit setting forth the qualifications and experience for  
27 each expert witness;

- (4) Serve and file a list of each party's exhibits by number (plaintiff) or letter (defendant), including a brief statement describing the substance and purpose of each exhibit and the name of the sponsoring witness;
- (5) Exchange exhibits which shall be premarked (plaintiff shall use umbers; defendant shall use letters) and tabbed; and
- (6) Deliver two sets of all premarked exhibits to chambers (exhibits are not to be filed).

No party shall be permitted to call any witness or offer any exhibit in its case in chief that is not disclosed in its pretrial statement without leave of the Court and for good cause.

10 d. 9/30/2013, ten (10) days prior to the pretrial conference, after meeting and  
11 conferring in a good faith attempt to resolve any objections, counsel and/or parties shall serve and  
12 file: (1) any objections to exhibits or to use of deposition excerpts or other discovery; (2) any  
13 objections to witnesses, including the qualifications of an expert witness; (3) any objection to  
14 proposed voir dire questions, jury instructions and verdict forms that the parties have been unable in  
15 good faith to resolve; (4) any opposition to a motion in limine. No replies shall be filed.

16 e. All motions in limine and objections shall be heard at the pretrial conference.

## 6. JURY TRIAL

18           a.       The attached voir dire questionnaire (or similar) shall be given or presented to the venire  
19 members to be answered orally in Court. Counsel shall submit an agreed upon set of additional voir dire  
20 questions to be posed by the Court. Any voir dire questions on which counsel cannot agree may be  
21 submitted separately. Counsel shall be allowed brief follow-up voir dire after the Court's questioning.

22        b.      The following jury instructions from the Ninth Circuit Manual of Model Civil Jury  
23 Instructions (available on the Ninth Circuit website at [www.ce9.uscourts.gov](http://www.ce9.uscourts.gov)) shall be given absent  
24 objection: 1.1-1.2, 1.6-1.14, 1.18, 2.11, 3.1-3.3. Counsel shall submit jointly an agreed upon set of  
25 case specific instructions, using the Ninth Circuit Manual where appropriate. Do not submit  
26 duplicates of those listed above. Any instructions on which counsel cannot agree may be submitted  
27 separately. Each requested instruction shall be typed in full on a separate page with citations to the  
28 authority upon which it is based and a reference to the party submitting it. A second blind copy of

1 each instruction and verdict form shall also be submitted omitting the citation to authority and the  
2 reference to the submitting party.

3 7. All documents filed with the Clerk of the Court shall list the civil case number followed by  
4 the initials "DMR". One copy shall be clearly marked as a chambers copy. Chambers' copies shall  
5 be three-hole punched at the left side, suitable for insertion into standard binders. In addition,  
6 Counsel shall email copies of all proposed jury instructions, motions in limine, forms of verdict and  
7 trial briefs in a standard word processing format (and not .pdf format) to dmrpo@cand.uscourts.gov.

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9 Dated: 1/16/2013



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11 DONNA M. RYU  
12 United States Magistrate Judge  
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**JUROR QUESTIONNAIRE**

Please stand and recite the information listed below.

1. Name
2. City of Residence
3. Occupational Status
4. Organizations
5. Hobbies
6. Marital Status
7. Spouse's Occupation
8. Children, Ages
9. If Juror on Another Case
10. If Ever a Grand Juror
11. If Ever in Military